

# Police Accreditation Manager



**Job Code:** 5316  
**Grade:** 129  
**Reports to:** Police Lieutenant  
**Salary Range:** \$52,171 - \$80,028  
**FLSA Status:** Exempt

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## **GENERAL STATEMENT OF DUTIES**

Performs complex administrative, analytical, and professional assistance work to demonstrate the Police Department's compliance with and adherence to standards established by the Commission on Accreditation for Law Enforcement Agencies (CALEA); does related work as required.

## **DISTINGUISHING FEATURES OF THE CLASS**

An employee in this classification is responsible for planning, coordinating, and managing accreditation activities and processes. The employee organizes work, sets priorities, makes assignments, enforces deadlines, and makes decisions based on analytical and innovative thinking within established guidelines. Employee must demonstrate a high degree of accuracy and be detail-oriented; many materials require careful review and are time sensitive. Work is performed under general supervision with considerable latitude for sound, independent judgment; work is reviewed and measured through conferences, reports, analyses, methodology, and levels of success accomplishing the accreditation goals of the department.

## **ESSENTIAL FUNCTIONS**

Planning, coordinating, and managing accreditation activities, projects, and processes; gathering and analyzing data; monitoring and measuring adherence to standards; resolving non-compliance issues and findings; updating and maintaining policies and regulations; completing and submitting required reports and forms; preparing and maintaining appropriate reports, records, and files.

## **EXAMPLES OF WORK**

- Identifies, verifies, and reconciles compliance with established law enforcement standards, correcting any noted deficiencies through policy, training, or other administrative measures; reviews standards and ensures the department remains in compliance; stays abreast of all aspects of the accreditation process to include proposed amendments to the standards.
- Develops, writes, reviews, revises, and manages the department's catalog of policies and forms to ensure compliance with CALEA standards; recommends changes in policies and procedures when indicated by CALEA updates, changes, or modifications; maintains a standard format for policies to be reviewed and revised on a scheduled basis; maintains accreditation files.
- Conducts regular reviews with appropriate staff and revises department policy and procedures manuals and catalogs to ensure standard operating procedures are reliable and up-to-date and meet all current CALEA, legislative mandates, and judicial rulings.
- Coordinates on-site CALEA assessments and inspections; prepares and submits required reports and documentation to CALEA; prepares the department for re-accreditation.
- Serves as a liaison between police administration, other department employees, and outside agencies in all accreditation efforts; regularly reports to agency staff on accreditation compliance.
- Provides accreditation related training to department personnel; ensures appropriate training for department employees on all new and revised policies.
- Utilizes the CALEA Accreditation Compliance Express (CACE) software program to manage, create, and maintain reporting status and track responsibility requirements for each standard.
- Writes/edits a variety of correspondence, reports, forms, and other materials as required.
- Distributes and prepares personnel, general, and special orders as assigned by the Chief of Police.

- Participates in local Police Accreditation Coalition (PAC), CALEA conferences, and mock assessments.
- Coordinates warrant and subpoena activities in conjunction with the State's Attorney's Office.
- Develops department's multi-year plan; manages, maintains, and updates functional organizational charts.
- Performs related tasks as required.

**REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES**

- Comprehensive knowledge and understanding of CALEA standards and the accreditation process.
- Thorough knowledge of modern law enforcement management, operation, administration, and equipment.
- Thorough knowledge of department policies and procedures and state and local laws/ordinances.
- Thorough knowledge of English usage, spelling, grammar, and punctuation, statistical analysis, and business arithmetic.
- Knowledge of demographic and geographic characteristics of the community.
- Excellent writing skills with the ability to communicate effectively orally and in writing.
- Ability to prepare, edit, and maintain accurate documents, reports, records, files, and materials.
- Ability to read, understand, and interpret technical materials concerning law enforcement and criminal justice processes.
- Ability to learn and apply technical terminology and information specifically related to police work.
- Ability to exercise sound judgment in evaluating situations and in making decisions.
- Ability to plan, organize, and prioritize tasks in order to complete assignments in a timely manner and meet deadlines.
- Ability to evaluate operations, predict outcomes, and make recommendations.
- Ability to follow and give verbal and written instructions.
- Ability to work independently and solve problems involving complex variables.
- Ability to delegate tasks effectively, accepting responsibility for the outcome.
- Ability to effectively and discreetly handle confidential information.
- Ability to operate a personal computer using program applications appropriate to assigned duties and responsibilities.
- Ability to quickly learn and put to use new skills and knowledge brought about by rapidly changing information and/or technology.
- Ability to interact professionally and cooperatively and establish and maintain effective working relationships with coworkers, officials, public and private representatives, and the general public.

**MINIMUM EDUCATION AND EXPERIENCE**

Graduation from an accredited college or university with a Bachelor's Degree in law enforcement, criminal justice administration, police sciences, public administration, records management, or closely related field, supplemented by six to twelve months of responsible accreditation and compliance experience in a law enforcement, governmental, medical, or educational field, or any equivalent combination of education, training, and experience. Experience in a law enforcement or criminal justice system and in preparing and submitting written reports or other documents to regulatory or compliance agencies preferred.

**WORK CONDITIONS**

- Sedentary work requiring the exertion of up to 10 pounds of force occasionally, and a negligible amount of force constantly to move objects.
- Work requires sitting, standing, walking, lifting, carrying, climbing, fingering, grasping, and repetitive motions.
- Vocal communication is required for expressing or exchanging ideas by means of the spoken word, and conveying detailed or important instructions to others accurately, loudly, or quickly.

- Hearing is required to perceive information at normal spoken word levels, and to receive detailed information through oral communications and/or to make fine distinctions in sound.
- Visual acuity is required for color perception, preparing and analyzing written or computer data, operation of motor vehicles, machines, or equipment, determining the accuracy, neatness, and thoroughness of work, and observing general surroundings and activities.
- The worker is not subject to adverse environmental conditions.

**WORK HOURS**

Requires a minimum of 40 hours in a standard workweek. This is a salaried position; employee is expected to work the hours necessary to satisfactorily perform the duties of the position, including working and attending meetings outside of established business hours.

**SPECIAL REQUIREMENTS**

- Possession of an appropriate driver's license valid in the State of Maryland.
- An employee in this classification is subject to random drug and alcohol testing pursuant to the City of Gaithersburg's Drug-Free Workplace Policy, Drug & Alcohol Testing Procedures.

Updated FY 2012

This is a class specification and not an individualized job description. A class specification defines the general character and scope of duties and responsibilities of all positions in a job classification. The list of essential functions/examples of work, as outlined herein, is intended to be representative of the tasks performed within this classification. It is not necessarily descriptive of any one position in the class. The omission of an essential function does not preclude management from assigning duties not listed herein if such functions are a logical assignment to the position.

**ACKNOWLEDGMENT OF CLASS SPECIFICATION**

I acknowledge that I have read the class specification and requirements for the Police Accreditation Manager position. I understand this class specification does not constitute an employment agreement between the employer and the employee and is subject to change as the needs of the employer and requirements of the position change.

Are you able to perform the essential functions of this position with or without accommodation?

☐ Yes    ☐ No

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

The City of Gaithersburg is an Equal Opportunity Employer. In compliance with Equal Employment Opportunity guidelines and the Americans with Disabilities Act, the City of Gaithersburg provides reasonable accommodation to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

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